Steps in Hiring
Local Unit Office Professionals

1. Update the position description to define the responsibilities, skills, and knowledge required of the office professional. (See Office Professionals Position Description for Local Unit Offices: EXOP 3-6 OP)

2. Recruit applicants for the position. Include advertising in local and regional newspapers, web sites and other local advertising. Include the following statement in the ad: “K-State Research and Extension – [LOCAL UNIT NAME] is an equal opportunity provider and employer. A criminal background check is required.”

3. Have all applicants complete an Office Professional - Application for Employment (KSU 8-29 OP) and/or submit a resume.

4. Screen applications using Screening of Applicants Prior to Interview as a guide (EXOP 3-9).

5. Conduct interviews, check references of top candidates(s) and make offer contingent on a successful background check. See A Guide to Interviewing (EXOP3-10).

6. Submit a Background Check Request (EXOP 3-20) to the Extension Operations Office. (Tim May, t bmay@ksu.edu; 785-532-3076)

7. Notify those who applied but were not selected.

8. For applicant that is hired, see Orientation Checklist for Office Professionals and Program Assistants (EXOP 3-12).

9. Contact the regional office with the name of the new hire.

10. Keep application materials and documentation on hiring decision for five years.

EXOP 3-4 OP